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Instructions for Preparation of Proposals Requesting Support for Shipboard Technicians

National Science Foundation
Office for Oceanographic Facilities and Support (OFS)
Washington, D.C. 20550

NSF 81-23

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INSTRUCTIONS FOR THE PREPARATION OF PROPOSALS REQUESTING SUPPORT FOR SHIPBOARD TECHNICIANS FROM

Office for Oceanographic Facilities and Support (OFS)
National Science Foundation

PURPOSE OF PROGRAM

The purpose of the OFS Shipboard Technician Program is to provide basic support to institutions for the following:

- General technician services at sea in support of NSF sponsored research, for cruise-to-cruise continuity and to assist members of the scientific party who may be unfamiliar with the ship's scientific gear and layout.
- To assist in the maintenance, repair and calibration of shared use scientific equipment and instrumentation, and to assist in their shipboard use. The type and nature of shared use equipment varies between institutions and ships. It is generally institutional scientific equipment and instrumentation not dedicated to a specific research project which is available for use by any investigator conducting research at sea.

A broad spectrum of activities may be included under the umbrella of an overall marine technician program at a given oceanographic institution. A large segment of marine technician activities are directly associated with research programs. *These should be paid for by research grants, directly or on a recharge basis for pooled services.* Another general category of technicians deals with optimum management and maintenance of shared use shipboard scientific equipment, and provides the interface between the facility (the ship, its operations personnel, and the onboard suite of shared equipment and instrumentation) and its users. *The OFS shipboard technician program is intended to assist in support of this latter function.*

COVERAGE OF PROGRAM

The following describes the technician activities or functions which will be considered for OFS support. These include two component parts: Technician Activities Ashore and Technician Activities at Sea. All technician activities proposed for OFS support should include both components. The scope of proposals should be limited to the functions described below, i.e., technician activities beyond the scope of the OFS program *should not be* included in the proposal, even if costs are provided from other sources.

Technician Activities Ashore

A. Maintenance and storage of shared use scientific gear and equipment.
   1. Perform routine maintenance procedures.
   2. Coordinate non-routine maintenance tasks requiring the service of specialists or specialized facilities.
   3. See to proper storage of shared use gear when not in service.
   4. Maintain appropriate property control and utilization records.

B. Stage and prepare shared use shipboard scientific equipment prior to cruises. Accept and control project-specific gear for staging prior to cruises.

C. Coordinate loading and unloading of scientific gear aboard ship.

D. Prepare shared use scientific gear and consolidate project-specific gear and material for shipment to and from ports of call.

Technician Activities at Sea

The principal function of the shipboard technician at sea is to provide the interface between the facility and project personnel carrying out the shipboard research program.

A. During initial phases of the cruise, shipboard technicians:
   1. Assist in stowage of scientific gear.
   2. Assist in assignment of lab and berthing space to the scientific party.
   3. Assist in set up of laboratories and equipment with particular attention given to assuring effective use at sea.
   4. Assist in instructing or updating project personnel in proper and safe use of equipment at sea, seeing that established safety and other appropriate ship's procedures are carried out.

B. During the cruises, the technicians:
   1. Assure that shared use scientific gear and equipment is in optimum condition.
   2. Provide coordination between ship's crew and scientific party, with particular attention to over-the side operations.
   3. Assist the scientific party as other responsibilities allow.

C. Continuing post cruise activities:
   1. Maintain an adequate inventory of spare parts and supplies for shipboard scientific gear and equipment.
   2. Assure that appropriate measures are taken to repair, replace or retire malfunctioning shared use scientific equipment.
   3. Coordinate necessary off-loading and shipping activities upon completion of projects.

N.B.-*At-Sea activities not to be included:* While recognizing the variations in institutional practices and individual project requirements, generally speaking the OFS Shipboard Technician program is not intended to support:

1. Routine "watchstanding" or underway data collection, particularly for ancillary prospects.
2. Routine operation of winches, communications gear, or computer facilities.

Technician activities supported by the OFS technician program are to be performed under direction of supervisory personnel with appropriate input of calibration and maintenance requirements. The first level supervisor should be the project director or co-project director of this grant. In most cases, it is assumed that supervisory personnel are part of the institution's management structure and therefore will not be supported by the OFS technician grant.

EVALUATION OF PROPOSALS

The following factors will be used as guides in the evaluation of proposals for shipboard technician support:

A. The likely success of the proposed technician program in providing optimal support to scientific research.

B. Size of ship(s) which dictates the minimum number of technicians required to perform those functions described above.

C. Proportion of NSF-supported activities scheduled onboard the institution's research vessels.

D. Extent of institutional holdings of shared use equipment requiring in-house maintenance and calibration.

PROPOSAL SUBMISSION INFORMATION

A. Twenty copies of the proposal, one of which must have original signatures, are due by 1 July each year. Particular situations may call for exception from this due date. In these instances, consultation with OFS staff (prior to submission of a proposal) is suggested.

B. Pages are to be numbered at the bottom. Tabs are to be provided for sections 2C, 4C, and 5C.

C. Proposals should be mailed in a single package to:

Central Processing Section
National Science Foundation
1800 G Street, N. W.
Washington, D.C. 20550

Attn: Office for Oceanographic Facilities and Support

GENERAL INFORMATION

Confidential Aspects of Proposals and Awards

When a proposal results in an award, it becomes a part of the record of the Foundation's transactions, available to the public upon specific request. Information that the Foundation and the grantee mutually agree to be of a privileged nature will be held in confidence to the extent permitted by law; therefore, an applicant who wishes to have the Foundation consider any information as privileged should refer to paragraph 184 c (2) of the NSF Grant Administration Manual.

A proposal that does not result in an award may be retained by the Foundation. Such a proposal will be released only (1) with the consent of the proposer or (2) to the extent required by law. A proposal may be withdrawn at any time prior to final action thereon by the Foundation.

Project Reporting Requirements

The requirements for submission of final fiscal and technical reports are given in NSF Important Notice No. 63, which is obtainable on request from the cognizant program manager.

The Foundation provides awards for research and education in the sciences. The awardee is wholly responsible for the conduct of such research and preparation of the results for publication. The Foundation, therefore, does not assume responsibility for such findings or their interpretation.

If additional information is required, please write or call:

Office for Oceanographic Facilities and Support,
National Science Foundation
Washington, D.C. 20550

Telephone: (202) 357-7837.

Name of Institution
Address

A PROPOSAL FOR SHIPBOARD TECHNICIAN SUPPORT

submitted to

NATIONAL SCIENCE FOUNDATION
Office for Oceanographic Facilities and Support
Washington, D.C. 20550

TITLE:	SHIPBOARD TECHNICIAN SUPPORT
AMOUNT REQUESTED:	
STARTING DATE:	
DURATION:	
PROJECT DIRECTOR:	Signature Name (typed) Title Social Security Number* Telephone Number

Approved: (Authorized Institutional Representative)
Signature:
Name (typed)
Title
Telephone Number

*Social security numbers are used by the Foundation to monitor and facilitate the receipt and processing of numerous proposals, as well as to maintain award data. The number is solicited pursuant to the general authority of the Foundation under the NSF Act of 1950, as amended. However, submission of social security account numbers is voluntary and refusal to disclose a number will not affect an institution's eligibility for award.

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(Name of Institution)

Section 1

DESCRIPTION OF MANAGEMENT STRUCTURE

Management Structure

Provide a brief description of the institutional management structure of which the shipboard technician group is a part. This narrative should include information on patterns of supervision and organizational location(s) of the shipboard technician function, descriptions of personnel series under which shipboard technicians are classified, and any additional information that might be helpful in evaluating the proposal.

(Name of Institution)

Section 2A

SUMMARY OF SHIPBOARD TECHNICIAN ACTIVITIES AT SEA PAST CY

Name	Title*	Number of Technician Days	Percentage of time at Sea Charged to OFS
		____________	________%
		____________	________%
		____________	________%
		____________ Total	

Description of work performed under OFS funding (brief narrative).

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* Title is to be the individual's formal title as listed within the institution's personnel classification series, i.e. Research Assistant, Research Associate, Electronics Technician II, etc. as opposed to position descriptions such as oceanography party chief, or resident technician.

(Name of Institution)

Section 2B

SUMMARY OF SHIPBOARD TECHNICIAN ACTIVITIES AT SEA CURRENT CY

Name	Title	Number of Technician Days	Percentage of time at Sea Charged to OFS
		____________________	____________%
		____________________	____________%
		____________________	____________%
		____________________ Total	

Description of work performed under OFS funding (brief narrative).

(Name of Institution)

Section 2C

SUMMARY OF SHIPBOARD TECHNICIAN ACTIVITIES AT SEA NEXT CY

Projected Ship Operating Schedule

Cruise Period	Area of Operations and Objectives	Chief Scientist	Technician Assigned	Title

Description of work to be performed under OFS funding (brief narrative).

Note: First three columns should be identical to Section 4 of Ship Operations Support Proposal

(Name of Institution)

Section 3

SHIPTIME COSTS PER PROJECT NEXT CY

(Identical to Table 1C in Ship Operations Proposal)

Project Identification		Name of Ship Daily Rate	Name of Ship Daily Rate*	Estimated Cost of Shiptime per Grant or Contract
Projects performed using NSF-supported shiptime				
NSF Projects				
Grant/contract No.: PI's Name, PI's Institution (if other than your own):		#(Operating Days)	#(Operating Days)	
Research support**	$______	______	______	$______
Sub-totals	$______	#______	#______	$______
Non-NSF projects				
Sub-totals	$______	#______	#______	$______
Totals to be charged to NSF shiptime:	$______	#______	#______	$______
Projects performed using (agency)-supported shiptime***				
(agency sub-totals)	$______	#______	#______	$______
Summary				
Projects to be performed in shiptime supported by:		#(Operating Days)	#(Operating Days)	
NSF	$______	______	______	$______
Agency A	$______	______	______	______
Agency B	$______	______	______	______
Agency C	$______	______	______	______
etc.***	$______	______	______	______
Total	$______	#______	#______	$______

* Additional column each ship.

** Annual project support rate.

*** Repeat for each agency providing ship support; e.g., ONR, DOE, State government, university, or private sources.

(Name of Institution)

Section 4A

SUMMARY OF SHIPBOARD TECHNICIAN ACTIVITIES ASHORE PAST CY

Name	Title	Number of Technician Days Ashore	Percentage of time Ashore Charged to OFS
		____________________	____________%
		____________________	____________%
		____________________	____________%

1. Total number of shipboard technician days ashore .... ______________
2. Number of shipboard technicians days funded by OFS .... ______________
3. Description of work performed under OFS funding (brief narrative)

(Name of Institution)

Section 4B

SUMMARY OF SHIPBOARD TECHNICIAN ACTIVITIES ASHORE CURRENT CY

Name	Title	Number of Technician Days Ashore	Percentage of time Ashore Charged to OFS
		____________________	______________%
		____________________	______________%
		____________________	______________%

1. Total number of shipboard technician days ashore .... ______________
2. Number of shipboard technicians days funded by OFS .... ______________
3. Description of work performed under OFS funding (brief narrative)

(Name of Institution)

Section 4C

SUMMARY OF SHIPBOARD TECHNICIAN ACTIVITIES ASHORE NEXT CY

Name	Title	Number of Technician Days Ashore	Percentage of time Ashore Charged to OFS
		______________________	____________%
		______________________	____________%
		______________________	____________%

1. Total number of shipboard technician days ashore .... ______________
2. Number of shipboard technicians days funded by OFS .... ______________
3. Description of work performed under OFS funding (brief narrative)

(Name of Institution)

Section 5A

SHIPBOARD TECHNICIAN LIST & COSTS
NEXT CY

Name	Title

These entries should also appear in the cumulative summary budget, Section 5C

Total Cumulative Salaries ____________

Total Cumulative Overtime ____________

Total Cumulative Fringe Benefits ____________

Indirect Costs ____________

Total Costs ____________

NSF Portion* ____________

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*i.e., funds from Oceanographic Facilities and Support, NSF

(Name of Institution)

Section 5B

BUDGET
OTHER DIRECT COSTS BREAKOUT
NEXT CY

1. Travel

A. Domestic (amount)

B. Foreign (list origin & destination of each trip, number of people, and full costs)

Example:

Curacao—Providence and return (2 @ $364)	$728
Per Diem: 8 Days @ $20	$160

2, 3, 4, etc. As required

repairs, calibration, tools, parts, supplies,
communication, shipping, rental, etc. directly
related to OFS technician activities

Note: The sum of items listed here should appear as "Other Direct Costs" in the Cumulative Summary Budget, Section 5C

(Name of Institution)

Section 5C

CUMULATIVE SUMMARY BUDGET

12 Month Budget

Shipboard Technician Support Costs

Estimated costs for the period

__________ to __________

From section 2	Salaries and Wages	$
	Overtime	$
	Fringe Benefits	$
From section 5B	Other Direct Costs	$__________
	Total Direct Costs	$
	Indirect Costs (_______ % *of* _______ ____________________)**	$__________
	Total Costs	$
	Less Anticipated Support from Other Sources*	$__________
	NSF Portion	$

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*Itemize here

**The indirect cost rate to be used is that for ship operations